

Creating the IV-E Eligibility Record in eWiSACWIS:

Person Management 'Abby, Angel' ID:20997 -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Name
ID: 20997 Prefix: First Name: Angel MI: Last Name: Abby Suffix: Save as AKA

Basic
Gender: Female ☐ U.S. Citizen SSN: 431-55-8512
Birth Date: 03/26/1999 Birth Place: Death Date: 00/00/0000
Commitment#: - County Person ID:
Wisconsin Resident: Yes Primary Language: English
Religion: ☐ Interpreter Required
Marital Status:

Ethnicity
Primary Race: White Race:
Race: Ethnicity:
Hispanic/Latino: No Indian Tribe:
Indian Tribe 2: Tribal Reference #:

Save Close

Person Management Page>Basic Tab

- Before you can create the Out of Home Placement, which, upon final approval, **automatically generates the child's Title IV-E Determination record**, you must document the child's date of birth and gender.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, complete the child's Birth Date, Gender, SSN, Primary Race and Hispanic/Latino fields.

Person Management 'Abby, Angel ' ID:20997 -- Web Page Dialog

eWiSACWIS Print Spell Check ABC Help ?

Basic Additional AKA Names Address Relationship Kinship/AFCARS Background Check

Person Information

Child's Mother: Alice Abby [Search](#) [Edit](#) [Remove](#) **Child's Father:** Art Abby [Search](#) [Edit](#) [Remove](#)

Spouse: Spouse:

Status: Child's Guardian (1): [Search](#) Child's Guardian (2): [Search](#)

Child was previously Adopted **Age Adopted:**

☐ Person was a Maltreater

☐ Child was Abandoned HSRS ID:

Armed Services Information

☐ Person is the Legal Dependent of an Individual on Active Duty in the Armed Services of the U.S.

☐ Person is on Active Duty in the Armed Services of the U.S.

HSRS Reporting Information

Client Characteristics 1:

Client Characteristics 2:

Client Characteristics 3:

[Save](#) [Close](#)

Person Management Page>Additional Tab

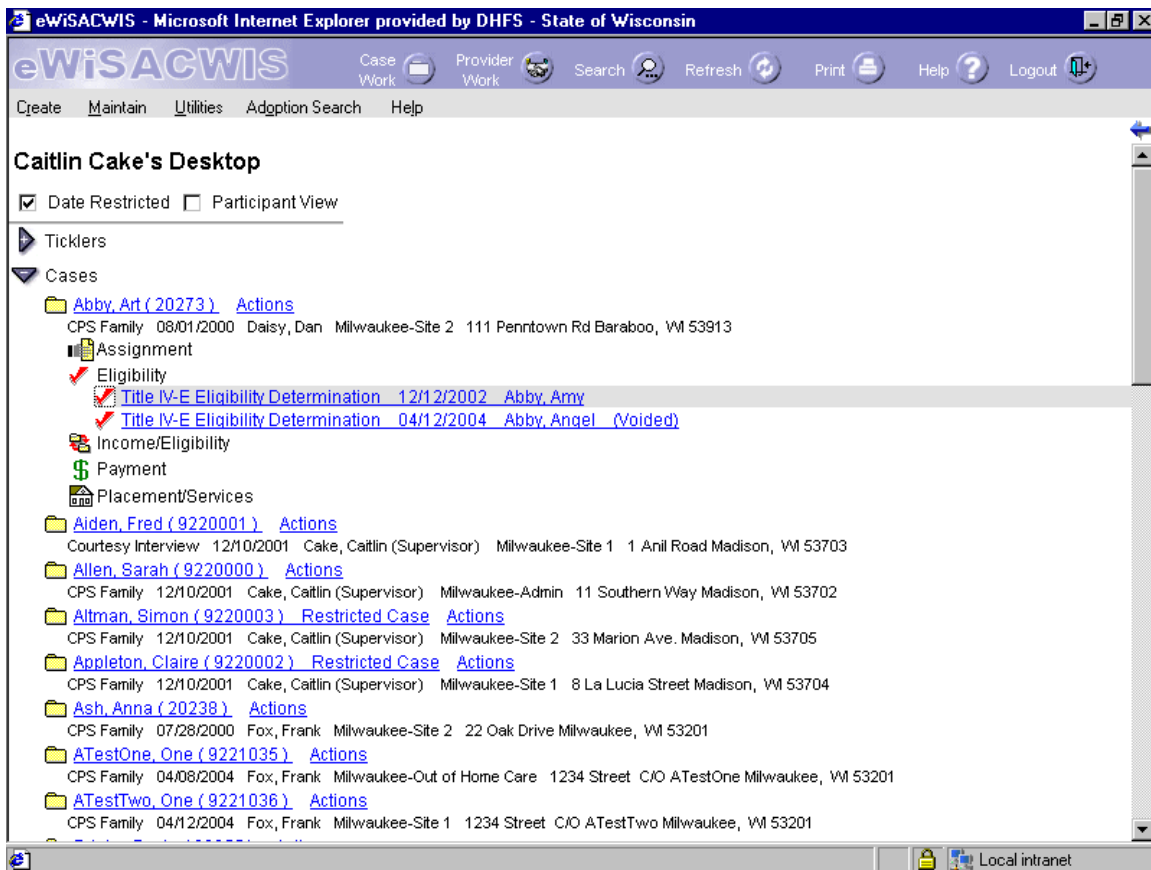
- To ensure the CFS 2123T form (created during the completion of the child's Title IV-E Determination record) pre-fills correctly, you must document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

Out of Home Placement Page

Complete the appropriate (initial removal from home) out of home placement. See the online Placement Manual here:

http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/plcm_manual.htm

Upon final approval of this work, eWiSACWIS will automatically and immediately generate an Eligibility Icon and associated Title IV-E Determination record for the child.



eWiSACWIS Desktop>Eligibility Icon

1. From your eWiSACWIS desktop click on the case folder icon for the case in which you've just created the (initial removal from home) out of home placement.
2. Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination row for the child you have just placed. This will open the Eligibility page for that child.

Eligibility - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Eligibility
 Child Name: Abby, Amy Case Name: Abby, Art Title IV-E Removal Date: 12/12/2002

Basic Initial Determination Redeterminations

Referral Information
 Referred by: Date Referral Received: 00/00/0000

Demographic Information
 DOB: 09/12/1995 Age: 8 If Over 17, Expected Graduation Date: 00/00/0000 ☐ Child Receives SSI

Removal from Home Information
 Removal from Home was: ☒ Court Ordered ☐ Voluntary Placement Agreement
 Petition Date: 12/12/2002 Court Order Date: 12/12/2002
 VPA Date: 00/00/0000
 Child Removed from home of: ☒ Mother ☐ Father ☐ Both ☐ Other
 Name: Abby, Alice Relationship to Child: Mother [Search](#)
☐ Did the child reside with any non-household member relatives during the six months prior to the petition?
 Name of Relative: Relationship to Child: [Search](#)
☐ Was the child in receipt of AFDC-MA in the month the petition was filed or in one of the six months prior to the month the petition was filed, or was the child removed from an AFDC-MA household?

Removal Home Address
 Street: 111 Penntwon Rd. Apt:
 WI City: Baraboo, 53913 City: Baraboo State: WI Zip: 53913
 Country: United States Home Phone: (555)555-5555 Work Phone: (555)555-5555

Options: Refer to SEU Regional Manager [Go](#) [Save](#) [Close](#)

Done Local intranet

Eligibility Page>Basic Tab

1. Enter the appropriate removal from home information and Petition/Court Order dates or Voluntary Placement Agreement date.
2. Indicate from whose home the child was removed.
3. Click the Search hyperlink to launch the Search page and search for the appropriate person from whom the child was removed.
4. From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Basic tab and (depending on which hyper link you selected) will populate the person you selected into the Name and/or Name of Relative field.
5. Indicate the Relationship(s) of the person(s) to the child.
6. If known, indicate whether the child was in receipt of AFDC-MA as described.
7. Complete the Removal Home Address information.
8. Click Options>Deprivation>Go
9. Complete the Deprivation pop-up page and click Continue.
10. Click Options>IV-E Referral Form – CFS-2123T>Go
11. Complete the CFS-2123T form and click Close and Return to eWiSACWIS.
12. Click Options>Refer to SEU Regional Manager>Go. This will save the eligibility record and automatically refer it to the system designated Eligibility Specialist for completion.
13. Click Close on the Eligibility page.

By following the steps above, the system will automatically assign this case and send an automated email to the appropriate eligibility specialist.

Troubleshooting the creation of a IV-E Eligibility Record in eWiSACWIS

Q: There isn't a Title 4E Eligibility Determination icon on my eWiSACWIS outline under Eligibility. What do I do?

A: After an Out of Home Placement (initial removal from home) is entered into eWiSACWIS **and finally approved**, the Title IV-E Eligibility Determination icon will appear under the Eligibility expando. You will need to go there to access it and complete the steps as indicated above.

Q: I have two pending Title 4E Eligibility icons for the same child. What do I do?

A: Call the Helpdesk. (Go to step 3A below.)

Q: There is an existing Out of Home Placement in eWiSACWIS but there isn't an associated Title 4E Eligibility Determination icon that I can complete. What do I do?

A:

1. Ensure that there is an initial removal from home placement for the child in the case. If one does not exist in the case, ensure that the child's initial removal from home placement (and associated eligibility record) is not resident in a different case. You can accomplish this by performing a person search and looking to see if the child's Title IV-E determination record is in any other case the child may be a participant in. If the record does exist in another case, **that eligibility record should be used**. If it is determined the eligibility unit cannot use this record because a new Initial Determination must be completed but cannot be completed within the record, go to Step 3A below.
2. If the Title IV-E determination record does not exist in any case and there is an open/approved Out of Home placement for the child, a "new" out of home placement will need to be created – to generate the missing Title IV-E Record. This "new" placement must either be an Initial Removal from home (requires the current placement to be ended as a discharge from all placements – use only if appropriate). **OR**, the checkbox labeled "This placement is a result of a transfer" (located on the Services tab of the Out of Home Placement page) will need to be checked when creating the new placement.
 - IF SELECTING THE "RESULT OF A TRANSFER" CHECKBOX, you will need to end the last placement for the child in question on the last day of the most recent month. (This simplifies the payments for the provider). Use an end reason of "Agency requested change" and finally approve the ending.
 - Create the "new" placement starting on the next day. This placement should be set up exactly the same as the one that was ended. **REMEMBER** to select the check box that reads "This placement is the result of a transfer". Once this placement is finally approved, the new IV-E icon will be created for the child. **The Eligibility Unit cannot create Out of Home Placements. Therefore, this work will more than likely need to be created by the Ongoing worker.**

3. If the above criteria have been satisfied and the icon is still not present, follow the instructions below:

A. The assigned case worker or eligibility specialist should contact the Help Desk via e-mail or phone (e-mail is preferred).

B. The call or e-mail should contain the following information:

- Subject: eWiSACWIS 4E Icon
- Body: Specific definition of the problem. (i.e. Open placement episode but no eligibility icon (row) was created, no Eligibility record in another case.)
- Case ID#
- Person ID# of child in placement
- Name of assigned worker
- Name of assigned eligibility specialist
- Any analysis or insight into the problem you can provide.

C. The Help Desk will:

- Research why an icon was not created
- Develop an online solution or solutions (if possible)
- Send the options to both the worker and eligibility specialist via email.
- Record the reason the icon was not created so we can determine if there are changes that need to be made to the application.

Avoiding the creation of problems related to the generation of the Title IV-E Eligibility Determination record:

1. Ensure you are selecting the correct Service Ending on a Placement. Some service endings require a discharge reason and some do not. Inappropriately Discharged Placements cause Eligibility End Date problems. For information on Service Endings and Discharges, see the Service Ending Matrix below or on pages 14 and 15 of the online document which can be found here:

http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/plcm_manual/plcm_manual_intro.pdf

2. Only use the checkbox titled "This placement is the result of a transfer" located on the Services tab of the Out of Home Placement page where an Out of Home Placement exists, **AND** is missing the Title IV-E Determination record **AND** the record does not exist in another case. By checking this checkbox during the completion of the Out of Home Placement, the system will create a Title IV-E Determination record for the child being placed. See above for more details.

PLACEMENT SERVICE ENDING VALUES REQUIRING A DISCHARGE REASON

The following placement service ending values represent the end of a placement episode and are linked to the corresponding discharge values in order report placement activity for AFCARS.

Placement Service Ending Values	Discharge Values
Reunification w/ Parent(s)/Primary Crtr	Reunification w/ Parent(s)/Primary Caretaker
Adoption	Adoption
Transfer of Guardianship Non-Relative	Guardianship
Transfer of Guardianship Relative	
Living With Other Relatives	Living with Other Relatives
Placement with Relative	
Independent Living	Independent Living or Independent Living, But Not 18 Years Old
Age of Majority	Age of Majority
Entered Military Service	
Marriage	
Over 18 and Graduated	
Turned 18	
Turned 18 and not in School	
Turned 18 Non Supp Prnts(S)	
Turned 19	
Death of Child	Death of Child
AWOL from Ct-Ord. Plcm-closing case	Runaway
Runaway-NON Ct-Ord Plcm-closing case	
Child in Correctional Fac. NO Aftercare	Transfer to Another Agency
Transfer To Another Agency	
Transfer to DHFS/Other State Inst.	
Transfer To Licensed Private Agency	
Transfer to Other Facility	

PLACEMENT SERVICE ENDING VALUES RELATED TO CHANGES IN PLACEMENT SETTINGS

Legal Placement Status-	
<i>Agency Requested Change</i>	<i>Child Requested Change</i>
AWOL from Ct-Ord. Plcm-NOT closing case	<i>Parent/Relative/Guardian Requested Change</i>
Child Committed to Other State Inst.	Provider No Longer Licensed
Child in Correctional Fac. w/ Aftercare	<i>Provider Requested Change</i>
Child No Longer Living with Relative	Prvd Not Able to be Licensed/Certified
Child Placed in Detention	Runaway-NON Ct-Ord Plcm-NOT closing case
Financial/Administrative Update	
Child Receiving SSI	Placement Made in Error

Adoption/Adoption Assistance Endings	
Adoption Assistance	Lost Contact with Provider
Adoption Disruption	Out of Home & Parent Not Supporting
Death of Adoptive Parents(s)	